



TOWN OF BERWYN HEIGHTS

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Patricia D. Dennison
Christopher J. Rasmussen
Gerald J. Shields

RESOLUTION 03 – 2017

ENVIRONMENTALLY PREFERABLE PURCHASING POLICY

WHEREAS, the Town of Berwyn Heights became a *Sustainable Maryland, Certified* community in 2014; and

WHEREAS, *Sustainable Maryland, Certified* is an initiative of the Environmental Finance Center at the University of Maryland, supported by the Maryland Municipal League, designed to assist Maryland's municipalities transition to a green economy; and

WHEREAS, the Town Council of the Town of Berwyn Heights appointed a Green Team to manage a program of actions to obtain and maintain *Sustainable Maryland* certification; and

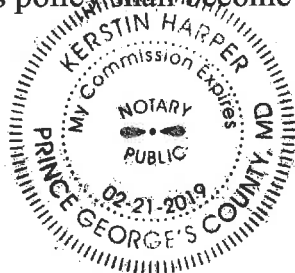
WHEREAS, the Green Team has proposed the Town of Berwyn Heights adopt a Environmentally Preferable Purchasing Policy as part of a set of actions required for recertification as a *Sustainable Maryland, Certified* community; and


WHEREAS, the Town Council of the Town of Berwyn Heights worked with the Green Team to refine the Environmentally Preferable Purchasing Policy.

NOW THEREFORE BE IT RESOLVED, that the Town Council of the Town of Berwyn Heights this 12th day of April, 2017, does hereby adopt a Environmentally Preferable Purchasing Policy to assist in recertification as a *Sustainable Maryland, Certified* community; and

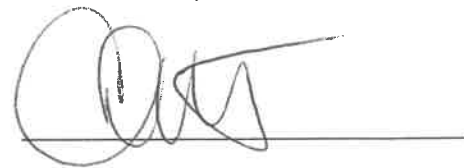
BE IT FURTHER RESOLVED, by the Town Council of the Town of Berwyn Heights that this policy shall become effective this 12th day of April, 2017.

ATTEST:




Kerstin Harper, Town Clerk

RESOLVED,



Cheryl Jewitt

Mayor, Town of Berwyn Heights

Environmentally Preferable Purchasing Policy

1. Purpose

The Town of Berwyn Heights (Town) recognizes its responsibility to minimize negative impacts on human health and the environment while supporting a diverse, equitable, and vibrant community and economy. The Town recognizes the types of products and services the Town purchases have inherent social, human health, environmental and economic impacts, and the Town should strive to make practical procurement decisions embodying the Town's commitment to environmental stewardship and sustainability.

This Purchasing Policy is intended to:

- Identify those environmental and sustainability factors that shall be incorporated into procurement decisions;
- Provide implementation guidance;
- Empower employees to be innovative and demonstrate leadership by incorporating practical sustainability factors into procurement decisions;
- Convey the Town's responsibility for environmental stewardship and sustainability; and
- Communicate the Town's commitment to sustainable procurement.

2. Definitions

Biodiversity: the total diversity of all organisms and ecosystems at various spatial scales (genes, populations, species, ecosystems, and biomes). Biodiversity is often used as a measure of the health of biological systems.

Environmentally Preferable: products or services with a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.

Life Cycle Assessment or Life Cycle Analysis (LCA): the comprehensive examination of a product's environmental and economic effects throughout its lifetime including new material extraction, transportation, manufacturing, use, and disposal.

Life Cycle Cost Assessment (LCCA): the comprehensive accounting of the total cost of ownership, including initial costs, energy and operational costs, longevity and efficacy of service, and disposal costs.

Persistent, Bioaccumulative, and Toxic (PBT) Chemicals: chemicals that are toxic, persist in the environment, and bioaccumulate in food chains.

Precautionary Principle: a framework that guides decision makers to take anticipatory and protective measures when an activity raises threats of harm to human health or the environment, even if some cause and effect relationships are not fully established scientifically.

Sustainable Procurement: purchasing materials, products, and services in a manner that integrates fiscal responsibility with performance requirements, social equity, and community and environmental stewardship.

Toxicity: the quality, relative degree, or specific degree of being toxic or poisonous.

3. Policy

A. General Policy Statement

Town employees will procure materials, products or services in a manner that (whenever possible) integrates fiscal responsibility, performance requirements, social equity, and community/environmental stewardship. This policy is a tool to help take sustainability into consideration when making purchases. The policy is not intended to interrupt the efficiencies of the procurement process nor is it intended to prevent proceeding in a fiscally prudent manner.

B. Sustainability Factors

Town employees will incorporate the following factors when writing specifications for or procuring materials, products, or services. While not all factors will be incorporated into every purchase, it is the intent of this policy for Town employees to make a good faith effort to incorporate and balance these factors to the maximum extent possible.

Environmental factors to be considered include, but are not limited to, the life cycle assessment of:

- Pollutant releases
- Toxicity, especially the use of persistent, bioaccumulative, and toxic (PBT) chemicals
- Waste generation
- Greenhouse gas emissions
- Energy consumption
- Depletion of natural resources
- Impacts on biodiversity

Social equity factors to be considered include, but are not limited to:

- Human health impacts
- Use of local businesses
- Use of State of Maryland Minority, Women, and Emerging Small Businesses

Fiscal Factors to be considered include, but are not limited to:

- Use reduction; buy only what is needed
- Product performance and quality
- Life-cycle cost assessment; reasonable total cost while meeting performance requirements
- Leveraging buying power
- Impact on staff time and labor
- Long-term financial/market changes

C. Use of Best Practices

Town employees will utilize best practices in sustainable procurement as they evolve. As it applies to this policy, best practices in sustainable procurement are those that utilize leading edge sustainability factors, standards, and procedures in an efficient and effective way that is successful and replicable.

D. Toxic Substances Used in Products and Services

Town employees will utilize the framework of the Precautionary Principle as a guide when evaluating the comparative toxicity of products and services.

E. Use of Third-Party Product or Service Labels

Town employees are encouraged to use independent, third-party social and/or environmental (eco) product or service label standards when writing specifications for or procuring materials, products, or services, so long as such labels:

- Were developed and awarded by an impartial third-party such as Energy Star, the Rainforest Alliance, and the Forest Stewardship Council
- Were developed in a public, transparent, and broad stakeholder process; and
- Represent specific and meaningful leadership criteria for that product or service category.

In addition, whenever possible, label standards used in product or service specifications should represent standards by considering multiple attributes and the life-cycle, with claims verified by an independent third-party.

F. Town Charter, Code of Ordinances and State of Maryland Laws and Regulations

It is the intent of this policy to complement, but not supersede, the Town Charter, Code of Ordinances and State of Maryland laws and regulations.

4. Implementation and Responsibilities

A. Product and Service Standards

Town Senior Staff shall be responsible for:

- Ensuring Town staff utilize product and service standards and best practices that comply with this policy. Examples include, but are not limited to, standards for: minimum recycled content, energy efficiency, and prohibited toxic ingredients;
- Ensuring when the need for developing a Town standard or best practice in sustainable procurement arises, the Town Administrator will participate and collaborate with other applicable Town staff to harmonize and continuously improve standards throughout the Town;
- Encouraging pilot testing for environmentally preferable/sustainable products; and
- Ensuring internal policies and procedures reference this policy and incorporate the use of sustainable products and services that meet the intent of this policy.

The Town Administrator shall be responsible for providing resources for assisting Town departments with standards and best practices in sustainable procurement.

B. Specifications and Contracts

The Town Administrator shall be responsible for:

- Ensuring specifications written by Town departments comply with this policy and incorporate sustainable procurement best practices.

The Town Administrator, with staff assistance, shall be responsible for:

- Ensuring purchasing manuals and other internal procedures reference this policy and incorporate best practices for specifying products and services to meet the intent of this policy;
- Ensuring evaluation criteria for determining the responsibility of prospective contractors incorporate sustainability factors to meet the intent of this policy; and
- Developing and integrating sustainable procurement boilerplate language into solicitation document templates.

C. Education

The Town Administrator, with staff assistance, shall be responsible for:

- Building awareness of this policy through information dissemination and incorporation into routine employee trainings;
- Encouraging employee attendance at internal and external trainings related to sustainability; and
- Encouraging the use of environmentally preferable/sustainable products and services through information dissemination, development of internal procedures, pilot testing, and leading by example.

The Town Administrator, with staff assistance, shall be responsible for:

- Developing employee sustainable procurement resources including, but not limited to, standards, specifications, tools, and best practices;
- Developing buyer-specific training on sustainable procurement best practices to meet the intent of this policy;
- Incorporating sustainable procurement best practices into solicitations and contracts;
- Developing inter-departmental communication about sustainable procurement best practices; and
- Taking the lead in communicating with existing and potential contractors and the public about this policy and related Town requirements.

D. Data Collection and Performance Reporting

The Town Administrator shall be responsible for:

- Cooperating in gathering information for the purposes of tracking, reporting, and evaluating the Town's sustainable procurement activities and evaluating the effectiveness of this policy;
- Integrating department-specific sustainable procurement goals into the Town's sustainability plans; and
- Presenting a progress report on sustainable procurement activities and the effectiveness of this policy as requested by the Town Council.

E. Resources

The Town shall commit to providing the appropriate dedicated staff levels and related funding to support the implementation and coordination of this policy. This includes activities such as, but not limited to, employee training and resources, professional services, product/service pilot tests, and educational materials.

F. Policy Review

The Town Administrator shall be responsible for periodically bringing together internal stakeholders to review this policy for updates or to otherwise determine whether this policy is in alignment with other Town sustainability efforts and policies.